CHIEF SECRETARIAT.

**Central Recruitment Board.**

ORDER No. G. 1227-87—G. M. 97-22-1, DATED 19TH JANUARY 1923.

In Government Order No. 1827-80 - E. A. G. 308, dated 16th May 1921, the Government have laid it down as their policy that the proportion of the members of backward communities in all headquarter and district offices of all departments should be gradually raised to 50 per cent of the total strength (exclusive of those in inferior service) within a period of seven years. With this object in view, they have issued a standing instruction to the several officers authorised to make appointments in the public service to give preference to a candidate of a backward community in making initial appointments so long as he possesses the prescribed minimum qualification, even though he may be less qualified than other candidates. Certain other concessions have also been granted, the principal among them being that in respect of candidates of backward communities the maximum age for entry into service has been raised to 28. Government felt also that in order to achieve the required progress within the prescribed period, special arrangements were necessary to ensure that all qualified candidates belonging to backward communities and desirous of entering the public service secured appointments without undue delay. They accordingly directed the constitution of the Central Recuitment Board for registering all applications for appointment and putting applicants in touch with the offices where vacancies exist or occur from time to time. The Board was, in addition, to be charged with the responsibility of obtaining statistics of recruitment during each official year and reviewing the progress made in increasing the representation of the different communities in the public service.

2. The Central Recruitment Board was constituted in Government Order No. 2017-72—E. A. G. 525, dated 30th June 1921, with a Member of Council as Chairman, three Heads of Departments and the Chief Secretary to Government as official members, and three non-official members belonging to three of the principal backward communities in the State. In this order Government have directed that the Board will have no power of direct appointment but will act only as a vigilance committee. The Board was also requested to elaborate details in regard to its work. These details were discussed at successive meetings of the Board and submitted to Government. As a result, three orders were issued by Government on the 28th November 1921 :—

(1) Issuing instructions in regard to the functions of the Central Recruitment Board;

(2) Issuing general rules for regulating appointments and promotions in the State Service; and

(3) Issuing supplementary instructions for regulating the filling up of vacancies in the ministerial ranks of the superior service.

In the first of these orders the functions of the Central Recruitment Board have been enumerated as follows:—

(*a*) Calling for applications from all candidates, including Brahmins, desirous of securing appointments in the public service, and preparing lists of such candidates showing the class or classes of appointments and the salary for which each candidate is eligible with reference to the qualifications and preference of the candidates;

(*b*) Forwarding copies or extracts of such lists to the several Heads of Departments and offices concerned;

(*c*) Calling or returns, statistics and other information relating to recruitment and vacancies in the several offices of the State.

3. It has also been ordered that every appointment by direct recruitment shall, in future, be made only from among candidates included in the Board's lists, an exception being made, however, in respect of vacancies not likely to last for more than six months and when no candidate is available in the list. The Board has till now issued lists including the applications of 1,274 persons, of whom 737 are Brahmins and 537 others.

4. To enable the Board to discharge its duties, as vigilance committee, the Board has prescribed three returns furnishing information as under:—

(*a*) Vacancies in each office that occurred during the previous quarter;

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(b) Appointments made to fill up vacancies in each office or department during the same quarter;

(c) The composition of the office, both ministerial and executive, at the end of the quarter.

5. The returns for 30th June 1922 have been received by the Board and scrutinised in respect of 365 offices and those for 30th September 1922 in respect of 300 offices. In the result, it is seen that out of a total number of 8,761 officials in the offices comprised in the returns for June 1922, 5,470 were Brahmins and 3,291 belonging to other communities. It is also seen that in the first set of returns covering the half-year ending June 1922 out of a total number of 332 direct appointments made, 147 were conferred on candidates belonging to backward communities. The returns for September show that out of a total number of 118 direct appointments made, 48 were conferred on candidates belonging to backward communities. Enquiries were also instituted in respect of 126 appointments not conforming to the rules under the instructions of the Member of Council, who is also the Chairman of the Board.

6. The Board is at present not doing anything in the way of putting applicants in touch with the offices where vacancies occur.

7. The conditions created by the several orders of retrenchments issued in the course of 1922 have also affected the progress in absorbing the candidates of backward communities in the Public Service. About 574 posts have been abolished as a result of retrenchments. In Government Order No. 6498-6555—C. B. 226-21-1, dated 21st April 1922, Government have directed that in view of the retrenchments in the several departments of the State, vacancies occurring in the several offices should not be permanently filled up. Further as it was necessary that the experience gained by officials who had served under Government for sometime and who had to be discharged on account of reduction of staff should not be lost to the Government permanently, and also with a view to alleviate hardship to such persons, Government have directed from time to time, that officials who had been discharged on account of retrenchment in certain departments should be reabsorbed in the available vacancies in the several departments, as soon as they occur, and finally in Government Order No. 1483-1532—C. B., dated 25th September 1922, a general instruction has been issued to the effect that all officials who held permanent appointments and those who had served continuously for two years in acting or temporary appointments, prior to the discharge, should be given preference over all new candidates including those belonging to backward communities and that the discharged persons not coming within the above category may be given preference over other candidates belonging to their respective communities. In pursuance of this order and with a view to prepare a comprehensive list of officials entitled to benefit thereunder, a circular letter No. 2107-60, dated 9th November 1922, has been addressed to all Heads of Departments, Secretaries to Government and Deputy Commissioners of Districts and the list of officials thrown out of employ on account of retrenchment is under preparation.

8. It is now necessary to revise the existing arrangements so as to co-ordinate all the factors above referred to and secure a steady rate of progress in carrying out the policy of Government, enunciated both in the orders on the Miller Committee's Report and in that relating to the re-employment of officials discharged on account of retrenchement. Further, it is necessary to bring the several Heads of Departments into closer touch with the Central Recruitment Board which at present contains only three Heads of Departments. The following instructions are accordingly issued;—

(1) In modification of Instruction (3) in Government Order No. E. 2179-2258—E. A. 30-21-1, dated the 28th November 1921, Government direct that except privilege leave vacancies and other vacancies for periods not exceeding three months, all appointments should be made only from the lists issued by the Central Recruitment Board and in accordance with the general principles laid down in Government Order No. 2093-172, dated 28th November 1921. As regards privilege leave vacancies for periods not exceeding three months, appointing officers may fill them up by promoting men already in their offices, but a certificate should be made in each case that the vacancies are temporary and that there is no prospect of their being extended or prolonged.

(2) The above instruction will however be subject to the directions contained in Government Order No. 1483-1532—C. B., dated the 25th September 1922, regarding the reabsorption of officials discharged on account of retrenchments.

From the information before Government it is seen that owing to the paucity of vacancies in all offices, the progress in reabsorbing in the service officials discharged on account of retrenchments is very slow. In order to minimise the hardship to these discharged employees awaiting re-employment, it is necessary to create some vacancies in the clerical and subordinate executive services by retiring some officials, who have completed the qualifying service required for earning a pension equal to half their pay, even though they may not have reached the age of superannuation. This principle may be applied in all grades of the clerical service and of the subordinate executive service up to and inclusive of the grade of Amildars. The Comptroller is requested to submit, at once, a list of Amildars who have completed twenty-five years' service qualifying for pension and all Heads of Departments and Secretaries to Government are requested to submit to Government lists of all officials and executive subordinates who have put in the qualifying service for pension with their opinion as to the character, capacity for work and future usefulness of the official or subordinate concerned.

These lists will be examined by a Committee consisting of—

CHAIRMAN.

Mr. Mir Humza Hussein, Member of Council.

MEMBERS.

1 Mr. K. Chandy, Revenue Commissioner;
2 ,, A. Subramanya Iyer, Excise Commissioner;
3 ,, P. F. Bowring, Inspector-General of Police;
4 ,, C. S. Balasundaram Iyer, Inspector-General of Education, ; and
5 ,, C. Dove-Wilson, Agent, Mysore Railways;

who will prepare a list of men to be retired and submit it for the orders of the Government. Lists of men thrown out in various departments on account of retrenchments, who have put in a service of two years or more, will also be placed before the Committee and the Committee will be empowered to absorb them in the vacancies, except in the case of appointments requiring Government sanction in respect of which they will submit their recommendations to the Government.

The Committee is requested to commence its sittings in the beginning of February 1923 and conclude the work by the end of March 1923. The Secretary, Central Recruitment Board, will act as Secretary to this Committee.

(3) With a view to facilitate direct recruitment to the different grades of the subordinate executive services, three probationerships will be created temporarily in each department for each grade of executive service as is now done in the Excise, Police and Registration Departments, and candidates will be directly recruited to them, two of them at least being members of the backward communities. The Heads of Departments are requested to submit before the 15th February 1923, definite proposals in this respect for their respective departments.

(4) In order to enable the Central Recruitment Board to put candidates in touch with offices where vacancies occur, an intimation of all vacancies will hereafter be sent promptly by the Head of the office direct to the Secretary, Central Recruitment Board, who will publish consolidated notices in the Gazette for the information of the candidates. These lists should contain full information regarding the departments where vacancies occur and the qualifications required of candidates.

(5) The present constitution of the Committee is of too limited a character to ensure sufficient discussion of the periodical returns and adequate mutual understanding between the Board and the departments in regard to the purposes of the Government's policy in respect of increasing the representation of the backward classes in the public service. It is desirable and necessary to have a meeting of all Heads of Departments once a quarter to review the situation. The President of the Central Recruitment Board is requested, in future, to invite the Heads of all major departments to the meetings of the Board when the quarterly A, B and C returns are reviewed, so that those officers and the members of the Board may have a common discussion of the progress of recruitment work during the quarter, the results achieved, the difficulties experienced and the modifications, if any, in rules and procedure and instructions necessary to secure better results.

K. MATTHAN,
*Chief Secy. to Govt.*